



STATE OF CALIFORNIA
Department of Business Oversight



EXAMINATION ANNOUNCEMENT
SENIOR ACCOUNTING OFFICER (SPECIALIST)
PROMOTIONAL EXAMINATION

EDMUND G. BROWN JR., Governor

Anna M. Caballero, Agency Secretary
Jan Lynn Owen, Commissioner of Business Oversight

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL EXAMINATION

WHO MAY APPLY

Competition is limited to applicants who have a permanent civil service appointment with the Department of Business Oversight as of the final filing date listed below, or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

HOW TO APPLY

Submit Examination Application (STD. 678) in person or by mail to:

**DEPARTMENT OF BUSINESS OVERSIGHT
ATTEN: HUMAN RESOURCES/EXAM UNIT
1515 K STREET, SUITE 200
SACRAMENTO, CA 95814**

APPLICANTS MUST PUT EXAM CODE 4CP07 ON THEIR APPLICATION

The Examination Application (STD. 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will NOT be accepted. Faxed or emailed applications will not be accepted.

FINAL FILING DATE: June 27, 2014

SPECIAL TESTING ARRANGEMENTS

If you have a disability that requires accommodation, mark the appropriate Box in Part 2 of the "Examination Application." You will be contacted about specific testing arrangements.

SALARY RANGE: \$4,400 - \$5,508

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Applications must include "from" and "to" employment dates (month/day/year), time base, hours per week, civil service class title(s) and range (if applicable). Applications received without this information will be rejected. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Specialist) or Accounting Officer (Supervisor).

Or II

Experience: Three years of increasingly responsible professional accounting or auditing experience in a governmental or private setting. For at least one year, this responsibility must have included the reporting and analyses of accounts, records, funds and financial operations of the entity. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than Accounting Officer (Specialist) or Accounting Officer (Supervisor).]

And

Education:

1. Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.) or
2. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law. or
3. Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under 2 and 3 above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

POSITION DESCRIPTION

Incumbents independently perform the more difficult accounting duties which require an understanding of the entire accounting process, such as coordinate implementation of accounting for new programs/functions; review proposals to change accounting procedures; prepare cash analysis reports for management; maintain accounting records for funds administered by the department; coordinate completion of year-end reports. Assignments at this level may involve responsibilities which impact the entire accounting operation and may be given broad discretion in the solution of problems.

Position(s) exist in San Francisco and Sacramento.

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL PANEL
WEIGHTED 100%

This examination will consist of a qualifications appraisal panel interview weighted 100%. The interview will include a number of predetermined job-related questions relating to areas shown under the scope. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

If conditions warrant, the examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the qualifications appraisal interview will be on measuring competitively, relative to job demands each competitor's:

A. Knowledge of:

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business law.

SCOPE (Continued)

B. Ability to:

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Communicate effectively.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Business Oversight. The resulting list will be in effect for a minimum of 12 months unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans' preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DBO Office of Human Resources at (916) 445-3696 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available online at www.jobs.ca.gov, local offices of the Employment Development Department, and the Department of Business Oversight, 1515 K Street, Suite 200, (916) 445-6351 or at www.dbo.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure placement on the employment list. All candidates who pass the examination will be ranked according to their scores.

The Department of Business Oversight reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment with Department of Business Oversight or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, State Personnel Board offices, or at www.spb.ca.gov.

Examination Locations: If this examination requires a written test and/or qualifications appraisal interview, it will be scheduled throughout the State as the number of candidates and conditions warrant. Qualifications appraisal interviews are scheduled in Sacramento, San Francisco and/or Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service-wide promotional; 5) departmental open; and 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: California law allows the granting of Veterans' Preference Points in Open entrance examinations and Open-Non-promotional examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination and qualify for and have requested these points. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open-non-promotional examinations is granted as follows: 5 points for veterans and 10 points for disabled veterans. Directions to apply for Veterans' Preference Points are on the Veterans Preference Application (Form 1093), which is available at www.spb.ca.gov, State Personnel Board offices, and the Department of Veterans Affairs office.